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Planning

## **HR system and payroll bureau services**

Science Museum Group

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-066406

Procurement identifier (OCID): ocds-h6vhtk-05cf0e

Published 17 October 2025, 3:15pm

### **Scope**

### **Description**

The current Science Museum Group (SMG) HR system is end of contract in September 2027 and are therefore planning to go out to tender for the new system in February 2026. In preparation for the tender, we are running this pre-market engagement survey.

### **Contract dates (estimated)**

- 1 September 2027 to 31 August 2032
- 5 years

### **Main procurement category**

Services

## **CPV classifications**

- 48450000 - Time accounting or human resources software package
- 79211110 - Payroll management services
- 79631000 - Personnel and payroll services

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## **Engagement**

### **Engagement deadline**

30 November 2025

### **Engagement process description**

The Science Museum Group (SMG) is conducting preliminary market engagement to inform the upcoming procurement of HR system and payroll bureau services, scheduled for February 2026. As part of this engagement, we have published an optional Request for Information (RFI) for interested suppliers. The RFI is designed to gather high-level information on market capabilities, service models, and indicative costs to help shape our requirements and ensure a fair and competitive tender process.

Suppliers are invited to complete the RFI via an online Microsoft Forms link. Responses are for information only and will not be scored or influence future evaluation. Completion is estimated to take 15-20 minutes. All responses will be reviewed to inform the development of our specification and procurement strategy.

RFI link: <https://forms.office.com/e/qH5g5nK5s8>

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## Submission

### Publication date of tender notice (estimated)

13 February 2026

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## Contracting authority

### Science Museum Group

- Public Procurement Organisation Number: PDTR-3338-MNPG

The Science Museum

London

SW7 2DD

United Kingdom

Email: [procurement@sciencemuseum.ac.uk](mailto:procurement@sciencemuseum.ac.uk)

Region: UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Organisation type: Public authority - central government